



# Homeland Security

## FEDERAL LAW ENFORCEMENT TRAINING CENTER (FLETC)

### FLETC STUDENT EDUCATIONAL EMPLOYMENT PROGRAM (FSEEP) "PILOT" SUMMER PROGRAM

**Announcement No:** 06-STEP-CLERK

**Opening Date:** 1 May 2006

**Closing Date:** 10 May 2006

**Position Title, Series and Grade:** Clerk (Office Automation), GS-303-02/03

Type of Appointment: Excepted Service Appointment Not To Exceed 2 September 2006

Work Schedule: Full Time

Salary: GS-02 - \$20,687 per annum GA/NM/SC (\$21,602 @ MD)  
GS-03 - \$22,572 per annum GA/NM/SC (\$23,571 @ MD)

**Position Locations:** Glynco (Brunswick), GA  
Artesia, NM  
Cheltenham, MD  
Charleston, SC

**Send Application Package to:** Ms. Bethany Prebble  
DHS/FLETC, Bldg. 46, 1131 Chapel Crossing Rd,  
Glynco, GA 31525 / Phone: (912) 280-5214  
[Bethany.Prebble@dhs.gov](mailto:Bethany.Prebble@dhs.gov)

**Who May Apply:** To be eligible to participate in the FSEEP – applicants must be enrolled or accepted for enrollment as degree seeking students taking at least half-time academic, technical or vocational course loads in an accredited high school, technical, vocational, 2 or 4 year college or university, graduate or professional school, and reside in the respective local commuting area.

**NOTE:** The minimum age for appointment is 16 years of age. Applicants under 18 must obtain a work permit before entering on duty. Permits can be obtained at the student's educational institution.

**Qualification Requirements:** Detailed qualification requirements are outlined in the Office of Personnel Management's Qualification Standard Operating Manual for One-Grade Interval Clerical and Administrative Positions.

GS-02 3 months of general experience

GS-03 6 months of general experience

**General Experience:** Progressively responsible clerical, office or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

**Education Substitution:**

GS-02 High School graduation or equivalent

GS-03 1 year above high school (30 semesters/45 quarter hours)

- Applicants must certify a minimum typing speed of 40 words per minute and show word processing or similar equipment experience.

**Basis of Rating:** Candidates will be rated on the extent and quality of their experience, education and training based on their written statements contained in the application package. ONLY experience and education acquired by closing date will be considered.

**Other Significant Information:**

- (a) All Federal employees are required by Public Law 104-134 to have Federal payments may be Direct Deposit /Electronic Funds Transfer Program.
- (b) If selected, male applicants born after December 31, 1959 must confirm his selective service registration status.
- (c) Selection is contingent upon proof of U.S. Citizenship.
- (d) Applications submitted in postage paid government envelopes will not be accepted.

**Application Procedures:** Those desiring consideration must submit the following forms. Failure to submit any of the following required documents will eliminate candidates from consideration for this position. The required application forms must be postmarked by the closing date of this announcement. The vacancy announcement number should be shown at the top of the application. Forms submitted will not be returned to applicants. Education above the high school level will NOT be credited without official verification (e.g., college transcript).

1. Submit one of the following: [OF-612](#), Optional Application for Federal Employment; or a resume which needs to include the following information. Resumes should not exceed 2 pages in length.
  - Full Name/Complete Address/Phone Number(s)
  - Social Security Number & Citizenship
  - Education, Work Experience and Other Qualifications
2. Proof of current enrollment in an accredited high school, technical, vocational, 2 or 4 year college or university, graduate or professional school with a 4 year or longer curriculum maintaining at least a half-time course load.
3. A copy of your college transcript (if applicable) or report card (must clearly indicate current grade point average).
4. You MUST complete an Optional Form [OF-306](#), Declaration for Federal Employment.
5. A copy of your DD-214, Military Discharge, if claiming veteran's preference.
6. A separate Narrative Statement with your application briefly describing "Why You Are Interested in Participating in the FLETC Student Educational Employment Program".
7. A letter of recommendation from a teacher, counselor, principal or professor, as appropriate.

**Note:** Selectees will be responsible for transportation to and from the work site.  
Relocation expenses are not authorized.  
Forms are also available at <http://www.opm.gov/forms/html/of.asp>

**REASONABLE ACCOMMODATIONS:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

For more information regarding the FLETC, please visit our website at <http://www.fletc.gov> .

**FLETC MISSION "We train those who protect our Homeland."**



**THE DEPARTMENT OF HOMELAND SECURITY IS AN EQUAL OPPORTUNITY EMPLOYER**